



**DEPARTMENT OF THE NAVY**  
TRAINING SQUADRON TEN  
250 SAN CARLOS ROAD SUITE H  
PENSACOLA FL 32508-5502

IN REPLY REFER TO  
TRARONTENINST 11130.1E  
11000  
22 July 2015

TRAINING SQUADRON TEN INSTRUCTION 11130.1E

Subj: SQUADRON DETACHMENT

Encl: (1) Detachment Flight Briefing Checklist

1. Purpose. To publish the duties and responsibilities of specific personnel during a squadron detachment.
2. Cancellation. TRARONTENINST 11130.1D.
3. Discussion. To facilitate student training during extended periods of unfavorable weather as NAS Pensacola, Training Squadron TEN will utilize squadron training detachments to complete Student Naval Flight Officer (SNFO) syllabus stories. An Officer-in-Charge of each detachment will be designated and will have overall authority and responsibility for its execution. However, maximum coordination between all departments is required. The following paragraphs outline detachment responsibilities within the squadron.
4. Action.
  - a. Executive Officer will designate an Officer-in-Charge for each detachment.
    - b. Officer-in-Charge will:
      - (1) Coordinate all matters concerning movement and supervise departmental coordination.
      - (2) Designate the Operations Detachment Officer.
      - (3) Obtain and brief assigned aircrew concerning procedures at detachment airfields. This briefing will include but will not be limited to:
        - (a) The requirement for a minimum of one designated staff aircrew to attend weather briefings to ensure all flight crews are aware of any possible severe or extreme weather phenomena.
        - (b) The requirements for a Flight Weather Briefing form (DD175-1) prepared by the meteorological forecaster for all flights.
        - (c) Survival procedures and conditions applicable to the detachment operating area (i.e., over water, desert, and mountain terrain) that are distinct from Pensacola area operations.
    - c. Operations Officer will:
      - (1) Coordinate in advance with the cognizant destination airfield department arranging detachment dates, required support, and general liaison.

(2) Coordinate with Naval Air Training Management Support Activity (NATMSACT) for required civilian contractors and pick up of maintenance parts and equipment.

(3) Work closely with the Detachment Officer-in-Charge.

d. Operations Plans and Programs Officer will:

(1) Coordinate all matters concerning personnel berthing and subsistence at destination airfield.

(2) Obtain copies of pertinent instructions, regulations and notices for destination airfield and ensure destination airfield and ensure dissemination prior to deployment.

(3) Furnish appropriate authority at destination airfield with roster of aircrew and enlisted personnel indicating name, rank, social security number, date of rank (officers only) and security clearances.

(4) Coordinate Air Traffic Control (ATC) course rules briefing for local area.

(5) Determine security requirements at destination airfield and coordinate such requirements as necessary.

(6) Request necessary logistic support for departure and return flights.

(7) Obtain vehicles from supporting activity.

(8) Arrange for communications support at destination airfield.

(9) Coordinate with the supporting activity at the destination airfield to ensure that adequate maintenance support will be available.

(10) Publish a detachment notice at least two weeks prior to the detachment date listing specific objectives, schedules, personnel and other pertinent information. Supplementary information will (at a minimum) include:

(a) Special duties and assignments.

(b) Schedule of events including:

(1) A chronological listing of each item to be accomplished and assignment of responsibility to a specific individual.

(2) Reference defined for all reports and messages to be submitted.

(c) Officer Roster

(d) Departure Schedule

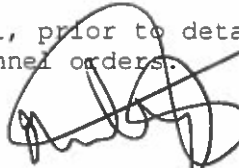
e. Detachment Operations Officer will:

- (1) Serve as the Senior Watch Officer for the detachment.
- (2) Serve as the Schedules Officer for the detachment.
- (3) Coordinate cleanup of all detachment spaces.
- (4) Coordinate with civilian contractors as required for pickup and return of maintenance supplies and equipment.
- (5) Assume any other duties as directed by the Officer-In-Charge.

f. Detachment Duty Officer will:

- (1) Establish detachment headquarters and initiate a Detachment Duty Officer's log.
- (2) Determine the location of all detachment spaces.
- (3) Ensure spaces are unlocked and ready for occupancy.
- (4) Provide proper security for equipment and personal effects.
- (5) Keep the Officer-in-Charge informed of all pertinent information.

g. Administrative Officer will, prior to detachment, obtain tango numbers and write detachment personnel orders.



M. E. YATES

Distribution:  
TRARONTENINST 5216.2AC  
List II, Case, A-D

DETACHMENT FLIGHT BRIEFING CHECKLIST

Prior to manning aircraft this checklist will be completed and signed by the Flight Leader, and submitted to the OIC. The flight leader will review all items of the checklist prior to filing each leg of his flight.

<u>WEATHER</u>	<u>NO FACTOR</u>	<u>WITHIN LIMITS</u>
Ceiling/Visibility.....	_____	_____
*Braking action.....	_____	_____
**Icing.....	_____	_____
Freezing.....	_____	_____
Turbulence.....	_____	_____
Temperature.....	_____	_____
 <u>APPROACH FACILITIES</u>	 <u>BRIEFED</u>	 <u>CHECKED</u>
NAV AIDS.....	_____	_____
IAF(s).....	_____	_____
Lost Comm.....	_____	_____
Minima.....	_____	_____
Divert fields.....	_____	_____
Fuel requirements.....	_____	_____
Strange field requirements.....	_____	_____
Field diagram.....	_____	_____
Adjacent airfields (that could be mistaken for destination).....	_____	_____
Prominent terrain features.....	_____	_____
Elevation of obstructions.....	_____	_____
Mountains MSA/ESA.....	_____	_____
Runways/gradient.....	_____	_____
Arresting gear.....	_____	_____
 <u>MISCELLANEOUS</u>		
PPR number.....	_____	_____
Fuel packet.....	_____	_____

NOTES

\*Operations in Snow or Ice are NOT AUTHORIZED. In all other cases pilots will not file to airfields reporting RCR of less than 15 or equivalent braking action of less than "Fair".

\*\* Operations in areas of known or anticipated (forecast) icing are NOT AUTHORIZED.

Sign: \_\_\_\_\_